



VOLUNTARY SHARED LEAVE QUICK REFERENCE GUIDE

JOB AID TM-39

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The purpose of this job aid is to provide a quick reference plus tips and reminders for voluntary shared leave.

Tips & Reminders

- ☐ Recipient cannot use VSL until the day after the Donor's shared leave is entered.
- ☐ Use PT50 (Quota Overview) to check Recipient's total available VSL hours on 'Received Shared Leave' line and Donor's total number of hours donated under the 'Compens.' column of the Absence Quota tab.
- ☐ Active Donors are eligible to receive a prorated portion of any unused donated hours
 - You handle returns within your agency. Refer to the [Voluntary Shared Leave Refund Calculator](#) located on the OSC website to determine the amount of leave to be returned.
 - BEST handles returns to employees from other Integrated HR/Payroll System agencies.

Recipient and Donor Transactions

Recipient

- PA61, enter Recipient's personnel #
- IT0696, subtype Foreign
- Enter From and To Dates ('From date' is start of recipient's confinement or disability. 'End date' per agency policy)
- Click Create button
- Select Voluntary Shared Leave in Absence Pool ID field

Voluntary Shared Leave Policy –

<http://www.oshr.nc.gov/Guide/Policies/policies.htm>

Important!

The Recipient record must be created before attempting to create any Donor records.

Donor

- PA61, enter Donor's personnel #
- Enter today's date or a future date in both the From and To date fields
- IT0613, subtype 001
- Click Create button
- Select Quota type for donated hours
- Enter # of hours donated
- Enter Recipient's personnel #
- Press Enter
- Select 'Received Shared Leave' from the Target Abs Quota drop-down list
- Click Save